

draft

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, September 20, 2007 8:30 a.m.

1. Roll Call

Director Granoff called the meeting to order at 8:30 a.m.

Directors present: Michael Corso, Robert Gagliardi, Richard Galvin, Evan Granoff, Sue LaPidus, Richard Lappin and Thomas Niles.

Ex-Officio Members present: Diana Burdett, Stephanie Federico, Arnell Milhouse and John Nickelson

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Crane, Program Director of the Providence Fountain; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator.

2. New Ex-Officio Members

The Board welcomed Stephanie Federico, Duty Chief of Staff to the Mayor for the City of Providence and John Nickelson, Director of Public Works for the City of Providence as new Ex-Officio members of the Downtown Improvement District's Board of Directors.

Stephanie and John's knowledge and expertise will be invaluable in helping the future endeavors of the DID.

3. Approval on the minutes of the August 16, 2007 Board meeting
Director Granoff motioned to approve the minutes from the August 16, 2007 board meeting. Director Lapin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Niles yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Steve Gibson presented the financials for August 2007.

The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve. \$3,500.00 per month is still being earmarked for the sinking fund to replace capital equipment as

needed.

The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on bank balances. Also, additional revenue was generated through the Special Projects Landscaping Project. The Safety and Maintenance Programs are currently over budget. The majority of that is caused by seasonal employment. The numbers should stabilize over the winter months. We will continue to monitor these accounts.

Director Gagliardi motioned to accept the August 2007 financials as presented. Director Galvin seconded the motion, and a roll call vote was held as follows:

Director Corso yes

Director Gagliardi yes

Director Galvin yes

Director Granoff yes

Director LaPidus yes

Director Lappin yes

Director Niles yes

Therefore the motion passed.

The audited financial reports for the fiscal year ending June 30, 2007

were distributed to the Board. Members that were not present will be sent a copy in the mail. The actual audit went very smoothly with minimal nonmaterial adjusts made by the auditing firm.

A vote on the audited financials will be held at the October Board meeting to give the members adequate time to review.

5. Marketing Report

Joelle Crane presented her marketing report to the Board. The first item was the distribution of downtown maps. Maps and dining guides were delivered to all area schools. For the first time they were also delivered to other schools such as Providence College and Rhode Island College in an effort to market Downtown to a different population.

A sidewalk sale will be held on September 28th and 29th. The sale will be along Westminster Street between Union and Eddy. This event will be promoted in conjunction with the Providence Street Painting Festival.

6. Report for Urban Place Consulting & Director of Public Space

Frank LaTorre provided the Board with an explanation of his project matrix. He first reported on the sidewalk brick repair. Cox Communication has purchased a matching brick so they can do the repairs on their utility cuts. Work is planned to start October 9, 2007.

John Nickelson has scheduled one of his employees one day a week to work solely on sidewalk repair.

Gillian Christy has started designing the information kiosks. The kiosks will be four sided with one side saved for a changeable way finding map. There will be two, possibly three, kiosks located in the Downtown area. Plans are for them to be in place for Spring 2008.

Stephanie Federico, in her position as a HRP member, has drafted an ordinance to be presented to the City Council in October to make permanent the roving late night police patrol. The HRP is currently working on how to assess the businesses that will be funding this program.

Lastly, he reported on the landscaping project. The flowers in the hanging baskets are coming to the end of their cycles. The baskets will be taken down in the next couple of weeks. The soil will be saved and used in the ground planting areas. Also, in the next couple of weeks, fall planting will be done in the island and planters.

7. Report from Block- By- Block

Frank Zammarelli presented the statistics for August 2007. He noted that numbers are relatively stable. Contacts with businesses are up due to a concentrated effort by the team members. Graffiti and vandalism is up since the colleges and high schools are back in session, yet these matters are taken care of quickly in hopes to stem the recurrence.

8. Other Business

Director Gagliardi suggested that the Board members should become involved with certain infrastructure improvement projects that could use Board assistance. Therefore, an Operations Committee will be organized again. The Committee will be a small group who will meet whenever an issue arises that they feel needs special attention.

9. Adjournment

Director Granoff adjourned the meeting at 9:35a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator